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Misc - 5

2 January 1968

MEMORANDUM FOR: ADP Officer, Office of Special Projects
 " " Office of Computer Services
 " " Office of Special Activities
 " " Office of ELINT
 " " Office of Research & Development
 " " Office of Scientific Intelligence
 " " Foreign Missile and Space
 Analysis Center

SUBJECT : Semiannual ADP Management Report, 1 July
 to 31 December 1967

REFERENCE : Memo dtd 26 Dec 67 to IP Coordinators fr
 Chief, IP Staff, same subject

1. Referenced memorandum and attachments are forwarded for
 your guidance in the preparation of the Subject report.

2. In accordance with the option provided in paragraph four of
 Referenced memorandum, the Directorate of Science and Technology
 report will be a package of inputs from each Office. Please indicate
 Office designation in the space on the form labelled "Directorate or
 ADP Unit" and furnish two copies of your report to me by 12 February
 1968. Negative reports will be prepared if applicable.

/s/ Charles A. Briggs

CHARLES A. BRIGGS
 Information Processing Coordinator
 Science and Technology

Atts

Distribution:

Orig and 6 - Each addressee
 2 - OCS (subj and chrono)

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MEMORANDUM FOR: Directorate Information Processing Coordinators

SUBJECT : Semiannual ADP Management Report

REFERENCES : (1) Bureau of the Budget Circular No. A-79
Revised, May 23, 1967
(2) Memorandum to IP Coordinators from Chief,
IP Staff, same subject, dated 19 June 1967

1. Attached are instructions and formats for preparing submissions to the Agency's Semiannual Report of Accomplishments in the Management of Automatic Data Processing (for use in preparing report to the President). Bureau of the Budget Circular No. A-79 contains this requirement.

2. The attached is designed to overcome the major difficulties experienced in handling this requirement previously, e.g., targeting in on the ADP benefit categories, specified by the Bureau of the Budget, in quantitative as well as qualitative terms. Only significant accomplishments during the report period (1 July through 31 December) are to be reported. Negative reports are to be furnished. Section III (Plans) is not required in this mid-fiscal year report.

3. Contributions to this report should furnish all of the information asked for and be classified appropriately by the contributing organizations. The Agency's report will be prepared by the IP Staff, classified and made available to the International Programs Division, Bureau of the Budget.

4. Directorate reports may be a package of inputs from ADP units, if you wish to furnish them copies of the attached formats and instructions; or they may be compiled in this format at the Directorate level.

5. A single copy of all reports must be furnished to O/PPB by 15 February 1968.



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Chief, Information Processing Staff, O/PPB

Attachments
As Stated

SEMIANNUAL REPORT OF ACCOMPLISHMENTS
IN THE USE AND MANAGEMENT OF ADP
(Reference: BOB Circular A-79)

Directorate or ADP Unit _____ Period Covered 1st half of FY
2nd half of FY

SECTION I. ACCOMPLISHMENTS IN THE USE OF DIGITAL COMPUTERS

Describe significant accomplishments with computer-based systems (i. e., computer applications) which were initiated or revised significantly during the report period.

Furnish the information in Parts A and B for each such application.

PART A. DESCRIPTION OF COMPUTER-BASED SYSTEM

Agency Program Supported

Category _____
Subcategory _____
Element _____
(Subelement, project, etc., if appropriate) _____

Target Categories and Target Functions:

System Description: Explicitly describe the system and what it achieves (50 words or less).

PART B. BENEFITS (Explain under one or more of the categories below.)

Manpower. Cite net manpower savings for the customer or the ADP service organization; indicate whether actual or projected (best estimate).

Dollars. Cite net dollar savings for the customer or the ADP service organization; indicate whether actual or projected (best estimate).

Service. Explain improvements in service achieved.

Achievements. Explain accomplishments not feasible without a computer.

Other Benefits. Explain

SECTION II. ACCOMPLISHMENTS IN THE MANAGEMENT OF ADP ACTIVITIES

Describe significant accomplishments during the report period that concern management of ADP activities. Accomplishments will be reported under the appropriate categories below. Explain each accomplishment in 50 words or less, if possible. Attach continuation sheets, if necessary.

Standardization. Explain achievements in standardizing any element of computer-based systems within or among ADP units.

Integration. Explain achievements in integrating elements of computer-based systems on an interagency or intra-agency basis.

Research and Development. Explain achievements of R&D or test programs to improve ADP technology, techniques or systems.

Consolidation. Explain accomplishments in consolidating computer facilities or staffs.

Sharing. Explain accomplishments of computer and ADP personnel sharing among ADP components.

Excess Equipment. Indicate what ADP equipment has been acquired via the excess property route in lieu of acquiring additional equipment for the Agency.

Indicate the use of excess Government-owned equipment to permit release of rented equipment.

Procurement. Explain the negotiation of equipment procurement contracts under terms more favorable than those provided in the Federal Supply Schedule.

Other. Explain any other ADP management accomplishments.

SECTION III. PLANS FOR THE FUTURE

Include this section only in reports prepared at the end of each fiscal year (due in O/PPB in August).

Describe in summary form or outline significant actions planned or underway in the ADP unit or Directorate which are expected to result in ADP accomplishments of the sort indicated in Section I. Include a statement of anticipated benefits for each such action planned or underway.

Plans should be separated between those concerned with the use of computers, Part A, and those dealing with the management of ADP activities, Part B.